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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 19 May 1955

FROM : Chief, Language &amp; External Training School

SUBJECT: Weekly Activities Report # 20

A. SIGNIFICANT ITEMS

Nothing to report.

B. OTHER ACTIVITIES

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 32 NO CHANGE  
 IN CLASS/DECLASS/ /CLASS CHANGED TO: TS S C RET. JUST. 22  
 NEXT REV DATE 99 REV DATE 21 Dec 79 REVIEWED \_\_\_\_\_ TYPE DOC 2582  
 NO. PGS 2 CREATION DATE \_\_\_\_\_ ORG COMP 11 CFI 11 ORG CLASS C  
 REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HH 70-3

25X1 1. [ ] visited the language school of the National Security Agency to become acquainted with the new acting chief and to learn what courses are planned of possible interest to the Agency.

25X1 2. [ ] has indicated his definite desire to join the staff as a Slavic language and area instructor. It is believed that probably he will be released from his commitment to serve as Acting Chairman of Slavic languages at Cornell.

25X1 3. During the week [ ] has considered three, interviewing two, candidates for the Slavic language and area staff, but has rejected all three as not possessing the qualifications desired for the current or projected programs of the School.

25X1 4. [ ] of NEA on 18 May inquired whether or not OTR would assume responsibility for providing two years of training in animal husbandry for a staff agent with the joint objective of qualifying him as an animal husbandman and of building cover for a projected assignment. They desire the program to be initiated almost immediately--at least within three weeks. In view of the fact that the training will involve an investment by the Agency of, perhaps, \$20,000 and by the agent of two years of his life, it is felt that careful consideration should be given to his qualifications for the training, feasibility of the project for which he is to be trained, and probability that the project can be implemented. [ ] will discuss this further with NEA this week.

25X1 5. There will be no DDP applicants for the Armed Forces Staff College class which convenes 22 August 1955. Two applications from junior personnel within DDI offices are being processed in Security; it is understood that these applications were forwarded without DDI indorsement. One application from the Comptroller's Office has just reached OTR, although we were informed that there would be none from DDS.

For the February 1956 class, the candidate outlook is much brighter. A DDP application has already been received on an FE employee currently overseas; DDI plans to have a well-qualified applicant; and a

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stray candidate has been identified by the Director of Communications. Efforts to have the latter candidate considered for the August class, in view of the paucity of applications, have been unsuccessful.

25X1 6. Supporting papers on candidates for the Harvard Advanced Management Program were obtained and mailed on time. At DTR's request, [ ] prepared a detailed chronology on OTR's efforts to announce, obtain, and process applications timely.

7. We are pleased to report a significant increase in the Agency quota for attendance at classes of the Air Weapons Orientation Course, Maxwell Field, Alabama. Efforts in prior years to obtain a quota increase have not been successful. For FY 1956, however, the Agency has been allocated two spaces for each of the 29 scheduled classes. With this three-fold increase, a backlog of requests can be eliminated.

8. The Office of Security has cleared all 13 applicants for attendance at the FSEF Conference, 25-26 May. Because of the topical coverage, "Current Situations in Western Europe," we shall allocate at least 6 of the 10 available slots to WE Division.

25X1 9. [ ] will attempt to establish a centralized contact within the Department of Defense to work with LETS on arranging to accommodate Defense employees in our internal language classes. Previous requests, which we have welcomed, have reached us in diversified ways.

10. Current enrollment in internal language programs is 253, 172 in class and 81 in self-study. During the past week, the language laboratory was used for a total of 608 hours.

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